

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

RADIO/COMMUNICATIONS TECHNICIAN

JOB DESCRIPTION

Employees in this job participate in and oversee the installation, inspection, maintenance and repair of two-way radios, microwave systems, telephone systems, and other electronic communication, monitoring, and accessory equipment.

There are five classifications in this job.

Position Code Title – Radio/Communications Technician-E

Radio/Communications Technician 8

This is the entry level. The employee in a learning capacity performs a range of radio/communications technician assignments and receives close supervision.

Radio/Communications Technician 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of radio/communications technician assignments.

Radio/Communications Technician E10

This is the experienced level. The employee performs a full range of radio/communications technician assignments and uses considerable independent judgment in making decisions requiring the interpretation and application of guidelines with considerable latitude to specific work situations.

Position Code Title – Radio/Communications Technician-A

Radio/Communications Technician 11

This is the advanced level. The employee serves as either a lead worker responsible for overseeing the work of other radio/communications technicians, or as a senior worker, performing the most complex radio/communications technician assignments. Senior level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

Position Code Title – Radio/Communications Technician-SS

Radio/Communications Technician 12

This is the specialist level. The employee uses specialized technical knowledge in performing highly complex radio/communications technician assignments involving authority for an assigned program. Staff specialist positions have sole and full time responsibility for an assigned program area, and are recognized through approval by Civil Service.

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NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Installs, tests, repairs, and maintains base, mobile, and portable two-way radios and accessory equipment.

Installs and maintains electronic surveillance and security systems.

Installs, repairs and maintains microwave radio and multiplex equipment, both analog and digital, and point to point communications systems.

Installs and maintains public address systems, radar equipment, earphone systems, intercom systems, electronic sirens, telephone systems, cellular phones, lighting stations, and other equipment and systems.

May operate and maintain mobile electronic service shop truck or other service vehicle.

Modifies existing equipment to meet present needs.

Assists in the planning and designing of new installations, systems, and equipment.

Checks frequencies and solves interference problems.

Provides technical expertise in the consideration of equipment and system needs and concerns.

Repairs and maintains test equipment.

Periodically checks reliability of equipment.

Attends training and reads publications to remain current in electronic technology.

Provides assistance to co-workers in specific situations.

Maintains logs and prepares reports.

Maintain inventory of equipment and parts.

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Performs related work appropriate to the classification as assigned.

Additional Job Duties

Radio/Communications Technician 11 (Lead Worker)

Assigns work to other radio/communications technicians and coordinates and oversees its completion.

Trains employees in the methods, practices, policies and procedures applicable to the work.

Radio/Communications Technician 11 (Senior Worker)

Performs on a regular basis the most complex radio communications technician assignments.

Radio/Communications Technician 12

Exercises independent authority and responsibility for an assigned program area.

Serves as recognized expert within program area, and provides technical assistance to other departmental staff.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level.

Knowledge of the principles of two-way radio communication.

Knowledge of the design principles of radio equipment.

Knowledge of closed circuit surveillance, monitoring, and security systems and equipment.

Knowledge of two-way radio equipment, components and systems.

Knowledge of earphone, telephone, and cellular telephone systems and equipment.

Knowledge of the principles of microwave radio and multiplex communications systems.

Knowledge of solid state electronics, the operational design of circuits, and electronic testing equipment.

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Knowledge of digital technology.

Knowledge of state and federal two-way radio regulations.

Knowledge of safety procedures, techniques and equipment.

Knowledge of the common causes of failure that occur in radio transmitting and receiving equipment.

Knowledge of the principles of antenna design and construction.

Knowledge of current developments in the field of communications.

Ability to remove and install two-way radios, sirens, radar units, television sets, telephones, and other equipment.

Ability to read and use schematic diagrams.

Ability to apply rules and guidelines to specific situations.

Ability to interconnect electronic components into a functional system.

Ability to adapt electronic components and equipment for specific uses.

Ability to use electronic testing equipment and hand tools.

Ability to complete and maintain records and forms.

Ability to maintain an inventory of equipment and parts.

Ability to drive vehicles associated with the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Radio/Communications Technician 11 (Lead Worker)

Ability to organize and coordinate the work.

Ability to establish works priorities and assigns work to other radio/communications technicians.

Radio/Communications Technician 11 (Senior Worker)

Ability to perform the most complex radio/communications technician assignments.

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Radio/Communications Technician 12

Knowledge of the programmatic and developmental aspects of assigned program area.

Ability to organize and carry out assigned program.

Ability to adapt new technology and methods to enhance program effectiveness.

Working Conditions

Work is performed in the field and in an office or shop, and may require frequent travel as well as the transport of heavy equipment and exposure to high voltage power sources.

Some jobs require an employee to work on high structures.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work where there is a significant chance of injury.

Some jobs require travel.

Physical Requirements

The job duties require an employee to move heavy objects.

Education

Possession of an associate's degree in electronic technology.

Experience

Radio/Communications Technician 8

No specific type or amount of experience is required.

Radio/Communications Technician 9

One year of experience as a radio/communications technician.

Radio/Communications Technician E10

Two years of experience as a radio/communications technician.

Radio/Communications Technician 11

Three years of experience as a radio/communications technician, including one year of experience equivalent to the Radio/Communications Technician E10.

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Radio/Communications Technician 12

Two years of experience equivalent to the Radio/Communications Technician E10.

OR

One year of experience equivalent to the Radio/Communications Technician 11.

Special Requirements, Licenses, and Certifications

Some positions may require Federal Communications Commission (FCC) licensure.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
RADCOMTCH

Job Code Description
Radio/Communications Technician

Position Title

Position Code

Pay Schedule

Radio/Communications Technician-E

RACCTCHE

L32-006

Radio/Communications Technician-A

RACCTCHA

L32-012

Radio/Communications Technician-S

RACTCHSS

L32-013

ECP Group 1
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